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New Survey of Minorities and Women

Preliminary findings of surveys conducted in May 1977 show that the Federal civilian employment of minorities and women has increased.

The study showed that minority group employment reached an all time high in May 1977 at 21.2 percent of the 2,442,078 full-time Federal civilian employees covered by the survey. Women comprised 30.5 percent of the May 1977 total full-time Federal civilian work force. Among minority group employees, 40.0 percent were women.

The May 1977 figures showed minority group employment distribution as Negro/Black, 383,478 (44 percent women); Spanish-surnamed, 82,865 (23 percent women); American Indian, 24,139, (46 percent women); and Oriental American, 24,761 (31 percent women).

The survey showed that between November 1976 and May 1977, minority group employees made gains in General Schedule and equivalent grades 9 through 13, up by 1.3 percent as compared to total employment which increased in these grades by only .02 percent.

Women made significant percentage gains in some of the upper grade groupings between November 1976 and May 1977, up 5.6 percent in grades 14-15 and up 4.7 percent in grades 12-13. Minority women increased by 7.3 percent in grades 12-13.

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Spotlight

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The first women to be named by NASA as astronaut candidates are: left to right, Margaret R. Seddon, Anna L. Fisher, Judith A. Resnik, Shannon W. Lucid, Sally K. Ride and Kathryn D. Sullivan. Posing in the extravehicular mobility units are astronaut candidates Guion S. Bluford (seated), Ronald E. McNair, left, and Frederick D. Gregory. Also pictured is Ellso S. Onizuka, astronaut candidate.

'79 EEO Plans Due Oct. 1

Federal agencies' equal employment opportunity plans for Fiscal Year 1979 are due in Civil Service Commission offices no later than October 1, 1978. By law, agencies are required to submit annual plans at national and regional levels for Commission review and approval. According to Civil Service Commission Bulletin 713-50 dated June 12, 1978, the '79 plan must include plans for implementing career development programs for EEO specialists in accordance with guidelines provided by CSC Chairman Campbell in a memorandum to heads of departments and agencies dated January 11, 1978.

Except for this additional material, agencies are instructed to comply with FPM Letter 713-40 in completing their EEO Plans for 1979.

The additional information which must be incorporated into the EEO Plan includes a survey of the agency's analysis of the cross-training needs of personnel and EEO specialists, actions underway or proposed meet these needs; and assessment of how well specialists who have undergone training have increased their effectiveness; and a summary of any career progression of EEO specialists in personnel or other management fields.

To review copies of FPM Letter 713-40 and CSC Bulletin 713-50, Federal employees should check with their personnel offices.

Affirmative Action at

Regional Upward Mobility

The upward mobility program at the Department of Labor, begun in 1977, is an essential element of the Equal Employment Opportunity Plan and provides development opportunities to employees in the lower grades, GS 1-9 or equivalent, who are in positions where they are unable to realize their full potential. DOL Secretary Marshall in a letter to employees placed upward mobiity as a high priority item and said, "I am personally committed to the accomplishment of the goals of this important program and encourage all eligible employees to participate."

The program is composed of national office and regional office upward mobility progams. The regional programs are featured here.

As a program requirement, each region must analyze resources and jobs annually so that upward mobility program commitments can be made. During the program's first year, 78 positions were committed and 40 positions, GS 1-9 or equivalent, were filled in the ten regions. Region VI, Dallas, Texas, made exemplary progress by filling 18 positions. In Fiscal Year 1978 an increase to 64 upward mobility positions was achieved, with thirty-three of those positions filled to date.

DOL uses a combination of upward mobility program approaches including skills develoment and bridge positions, but stresses the crossover approach. Crossover provides opportunities for employees in paraprofessional, technical or clerical positions to move into the entry level of professional or technical positions without the creation of a bridge position.

Merit staffing procedures are followed for selection into the program. Eligibility is limited to career or career-conditional employees or employees appointed under the Handicapped Authority. Candidates for upward mobility positions must be employees in the regional office where the position occurs.

DOL uses the minimum qualification standards prescribed by the Civil Service Commission. The department is in the process of developing a training agreement which will include all the regions and has proposed modifications to minimum qualification standards for upward mobility positions.

Individual development plans are created jointly by the participant, the career counselor and the supervisor. Each plan defines the qualifications needed for the target positions, lists specific duties of the target position, and identifies appropriate training and development experience needed.

The program includes on-the-job training, formal academic education, and career counseling. A special feature of the program is that career counseling opportunities are available for unsuccessful applicants to the program and efforts are made to develop training plans for these employees. Special orientation sessions, where program procedures are stressed, are held for employees and supervisors. Supervisors of upward mobility participants receive special training to aid them in performing their supervisory responsibilities. The training course, "EEO for Supervisors" is required and others are recommended.

When the participant successfully completes the training plan, she or he is placed into the target position. Training lasts from 6 to 24 months, depending on the time the employee needs to gain the skills and abilities required for the position.

DOL recently completed an evaluation of the 1977 regional upward mobility program. The evaluation showed that the program procedures established by departmental guidelines were being followed conscientiously and that identification of upward mobility positions was a strong point. A major problem was filling the committed upward mobility positions. Some 51 percent of the committed jobs were filled, with the exception of Region VI, Dallas, which had filled 100 percent of its committed positions.

To resolve the problem of slow filling of the positions, DOL is proposing more training in program planning, more training to fully inform managers, closer monitoring of program components (on a quarterly basis) on-site visits from the national office to provide technical assistance, seminars, and workshops for managers.

Since Region VI, Dallas, filled 100 percent of its committed upward mobility positions, DOL took a close look at that program to determine what produced its success. The key factor was personal contact between program staff and managers. The equal employment opportunity officer and a personnel management specialist meet with regional administrators to discuss current and projected vacancies which lend themselves to the upward mobility program. When a position is identified, the EEO officer keeps the manager aware of the status of that position and assures him/her that it will be filled. The status of the position is kept track of in a special file which includes the position vacancy announcement, information concerning the person selected, the training plan, a follow-up report, and reports of contacts with managers and supervisors. Cooperation between the offices of equal employment opportunity and per-

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t Department of Labor

Hispanic Outreach Efforts

Yzaguirre

sonnel proved to be another key factor contributing to the region's success.

One participant in Region VI's upward mobility program is Mary Yzaguirre. She entered the program as GS-4 Voucher Examiner. She now has completed the program and is a GS-6 Supervisory Voucher Examiner in a unit which is recognized as one of the best in the Department of Labor. She began her career as a student aide with DOL in 1973. She was selected through the merit staffing system to participate in the upward mobility program last year, and received a Special Achievement Award for her contributions. She has taken the required supervisory courses and on her own attended El Centro Community College. The Regional Administrator for the Office of the Assistant Secretary for Administration and Management says, "We are all proud of the accomplishments and progress Mary is making, particularly since she is an excellent example of what can be accomplished with individual initiative and organizational support."

Of the 40 original upward mobility participants, 10 are Black, 6 Hispanic, and 24 nonminority; 37 are women. DOL anticipates that all candidates who participated in the program during FY 1977 will reach their target positions by October 1, 1978."Almost any position within Labor is game for an upward mobility position," says Sally Wagner, Departmental EEO Upward Mobility Coordinator. Presently, upward mobility positions include contract specialist, manpower development, specialist, supply clerk, and EEO and personnel specialists, among others.

For more information on DOL's upward mobility program, write DOL, EEO Upward Mobility Coordinator, Room N4603, 200 Constitution Avenue, NW, Washington, DC 20210.

During National Hispanic Heritage Week in September 1977, Department of Labor Secretary Ray Marshall made a commitment to significantly increase the employment of qualified Hispanics in the department. As a result of this top-level commitment and with cooperation among the offices of personnel, equal employment opportunity, and Hispanic Employment Program, DOL has developed a model Hispanic Employment Program.

At the outset goals and timetables were established. A goal (from 2.7 percent) of 4 percent Hispanic representation was set. To date 3.6 percent has been achieved. DOL feels it will meet its goal of 4 percent by the end of Fiscal Year 1978. During the initial year, the program has been administered from the national office. As the program is evaluated, however, modifications and possible decentralization are being discussed.

To further strengthen its efforts, each major organization of the department was directed to identify positions which dealt with a sizable Hispanic population and in which fluency in Spanish would most likely improve the delivery of DOL's services and programs. Professional and nonprofessional positions were identified and designated as requiring fluency in Spanish as a special selection or ranking factor.

An Hispanic Outreach Project Office was established in DOL's Directorate of Personnel Management to plan, coordinate, track and evaluate Hispanic recruitment and selection efforts. Each of the 17 DOL operating personnel offices has a designated Hispanic Project Officer. This officer and the Hispanic Employment Program coordinator, maintain liaison with Hispanic organizations and community leaders.

Concentrated recruitment efforts were planned for San Antonio, Texas; Los Angeles, California; Miami, Florida; and New York City. DOL representatives met with community leaders and members of Hispanic organizations in each city to convey the department's purpose, to explain the kinds of current vacancies, to request assistance in communicating this information to the Hispanic community and to establish support for an informational interview program for individuals in each area at a specific time and place.

In its efforts in Hispanic recruitment, DOL has had contact with over 5,000 individual Hispanics, 2,000 one-on-one informational interviews, over 1,000 applications received from Hispanics, and referral of over 600 Hispanics for consideration for some 1,500 positions.

The Department of Labor recently funded to National IMAGE, Inc., an Hispanic Organization, a one-year pilot project called Vacancy Outreach Service. The project recruits and refers Hispanic Americans for vacancies at DOL, other agencies, and the private sector. Vacancy Outreach was featured in the last issue of SPOTLIGHT.

For more information on DOL's Hispanic Employment Program, write DOL, Hispanic Employment Program Office, Room N4603, 200 Constitution Ave., NW., Washington, D.C. 20210.

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Time to Ride

Federal agencies are reminded that it is again time to ride the Civil Service Commission's Requisition Number 79-46 to obtain bulk copies of the EEO SPOTLIGHT for Fiscal Year 1979.

We strongly suggest that Federal agencies order sufficient numbers of the bimonthly newsletter to cover the EEO staffs and counselors in field locations. The Commission cannot maintain stocks of the newsletter to supply agency needs.

Check with the agency publication or procurement office, complete a Standard Form I and submit it to the Government Printing Office.

Details concerning the publication are listed in CSC Consolidated Rider Bulletin Number 171-560, dated August 14, 1978.

Skills Survey Pamphlet

Personnel Management Series No. 29, a pamphlet entitled, "The Skills Survey — What It Is and How It Works" was developed to provide guidance to agency personnel and equal employment opportunity staff in the planning, implementation, application and special consideration of a skills survey within an upward mobility program.

Copies may be ordered from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. The cost is $1.90 for a single copy. A 25 percent discount is granted on orders for 100 or more. The Stock No. is 006-000-01030-0.

New Categories for Women in Statistics Report

The Minority Women's Task Force, a permanent sub-committee of the Federal Women's Program Committee of the Interagency Advisory Group (IAG), is developing a cultural history of minority women to promote better understanding of minority women's issues. The task force is also studying Civil Service Commission guidelines for preparing EEO plans to recommend changes that would make the plan more responsive to the minority women's needs. Minority women face possible "double discrimination" in employment — because of sex and because of race or national origin.

The CSC has already adopted one task force recommendation — to include categories for Native American, Hispanic, Black, and Asian American women in the statistical reports which CSC publishes on the Federal work force. Agencies now have a statistical base from which to analyze special employment problems of women employees who are members of special racial or ethnic minority groups.

Two New EEO/Personnel Courses

In standing with Civil Service Commission Chairman Campbell's expressed position that "the greater the knowledge of personnel management and skill in analyzing organizational practices, the greater the potential of success for the Equal Employment Opportunity Specialist," CSC's Personnel Management Training Center has developed a series of courses in personnel staffing for EEO specialists and EEO counselors. The courses are designed to respond to a new career development effort for EEO specialists initiated by the Commission.

The courses "Personnel Staffing for EEO Specialists" and "Personnel Staffing for EEO Counselors" enable participants to explore the staffing function, including recruitment, placement, and advancement, as it relates to equal employment opportunity. An additional course, "The Role of Supervisors and Managers in Hiring and Promoting Employees" provides legal and regulatory information on the role and reponsibilities of supervisors and managers in personnel staffing.

Federal agencies may submit their nominations for training through the normal channels for these courses.

Further information may be obtained by calling the Personnel Management Training Center at 202-254-8020.

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